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DD/R-794-62

27 November 1962

MEMORANDUM FOR: DAD/OSA

SUBJECT : Preparation of the Monthly Forecast

1. Invariably over the past six months the monthly forecast arrives at no more than one minute before, and often several minutes after, it is due in the Director's office for transmission to the Special Group. While I realize that OSA is subject to all kinds of pressures, I believe that a document such as this does not require arriving so close to the deadline. Since this could be an extremely important document, I would appreciate it if we could establish an internal DD/R deadline so that it would arrive in my office on the Thursday preceding the Special Group meeting at which it is going to be considered. In this way everyone will have adequate time to consider the document.

2. This forecast should be prepared for my signature.

[Redacted Signature Box]

HERBERT SCOVILLE, JR.  
Deputy Director  
(Research)

25X1

ODDR:HScoville/jlp

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